

**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NORTH CAROLINA**

**Vacancy Announcement #14-03**

**POSITION:** Operations Support Clerk

**LOCATION:** Charlotte, North Carolina

**SALARY RANGE:** \$34,703 - \$47,923 (CL 24-CL 25)

Salary commensurate with work experience and prior/present pay history

**OPENING DATE:** March 27, 2014

**CLOSING DATE:** April 18, 2014

**OPEN TO:** All Qualified Sources

**POSITION:** The United States District Court for the Western District of North Carolina is seeking qualified applicants for a full-time, permanent Operations Support Clerk. Federal benefits will apply. The Operations Clerk performs various operational and technical functions and is responsible for maintaining and processing case information in accordance with approved internal controls, procedures and rules. The Operations Clerk performs duties which include docketing and quality control functions in ECF, records and reproduction, coordinating and conducting naturalization ceremonies and collection of court fees. The incumbent provides procedural information and customer service, and ensures incoming documents conform to federal and local rules. The Operations Support Clerk may assist with similar operational activities as required. Selected candidate must have outstanding interpersonal skills, work well with others and possess strong oral communication skills. Incumbent is required to occasionally travel to other offices within the district and other venues within the United States for national training opportunities and to assist with various court functions.

**QUALIFICATIONS:** Prospective candidates must have a minimum of two years general experience and one year specialized experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws in the judicial environment. Proficiency in Word, Lotus Notes, ECF and other automated programs preferred. Experience with legal documents such as might be found in a law office or in another court in the judicial system is preferred. The successful candidate must have demonstrated ability to communicate effectively verbally and in writing, must have proven record of strong customer service skills and ability to work as member of a team. Incumbent will be expected to contribute to the harmony of and achieving balance within the workplace. High school graduation or equivalent required. BS, BA, AA, paralegal degree or prior court experience is preferred.

**INFORMATION for APPLICANTS:** Applicants must submit cover letter, application form AO 78, and narrative statement addressing the following Quality Ranking Factor: Describe the knowledge, skills and abilities, including computer skills, you possess that would make you an outstanding Operations Support Clerk and why you would like to become an Operations Support Clerk in the Charlotte Division of the Western District of North Carolina. Application packages including cover letter, application form AO 78 and narrative addressing the Quality Ranking

Factor should be received not later than the closing date. The application form AO-78 is available at [www.ncwd.uscourts.gov](http://www.ncwd.uscourts.gov). Complete applications should be submitted in **one PDF document** via email to [HR@ncwd.uscourts.gov](mailto:HR@ncwd.uscourts.gov) and reference Job Announcement: #14-03.

Final candidate is subject to an FBI background check and continued employment contingent upon favorable suitability determination. One year probationary period applies to this position. Applicants must be U.S. citizens or eligible to work in the United States. This position is subject to mandatory Electronic Funds Transfer for payment of net pay. The court reserves the right to amend or withdraw any announcement without written notice to applicants. In the event that a position becomes vacant in a similar classification within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position. Only applicants chosen for interviews will be contacted.

The U.S.D.C. for the Western District of North Carolina is an Equal Opportunity Employer.